

AGENDA

MEETING OF THE FACULTY

Wednesday, December 6, 2017
2:30 PM, Campus Center Atrium

Presiding: Andrew Klobucar, Faculty Senate President

1. Approval of Minutes of the Institute Faculty Meeting on October 19, 2016
The minutes are posted on the Faculty Senate website
<http://www5.njit.edu/facultysenate/>. Approved motions are posted at
<http://www5.njit.edu/facultysenate/motions.php>.
2. Report of the Faculty Senate President – Andrew Klobucar.
3. Report of the Provost – Fadi Deek.
4. Report of the Chief Financial Officer – Ed Bishof Sr.
5. A motion to modify Faculty Handbook section 4.3.3 Tenure-Track Period (TTP) with regard to leaves of absence and active-service modified duties
6. General Discussion of IFM Protocols and Possible Modifications
7. Other Business

All faculty members are required to be present at the meeting unless they have scheduled classes or have secured approval for their absence from the Department Chairperson. Meetings of the faculty shall be open to members of the instructing staff, the editor of The Vector (or deputy), and the president of the Student Senate (or deputy), with the exception of those meetings which the faculty may vote to hold in executive session. These guests shall be considered observers without the privilege of the floor unless it is specifically voted by the faculty.

**Minutes of the Institutional Faculty Meeting of NJIT
December 6, 2017**

I. Convening of the meeting—Dr. Andrew Klobucar, Faculty Senate President

At 2:44 PM the meeting of the NJIT faculty was convened.

II. Approval of Minutes

The minutes of the October 19, 2017 faculty meeting were moved, seconded, and approved by acclamation.

III. Report of the Faculty Senate President—Dr. Andrew Klobucar

A. New Additions to Faculty Senate Standing Committees.

CAO added Committee on Academic Outreach (Chairman Horatio Rotstein) Members (Bruce Bukiet, Grace Guiling Wang, Edwin Hao, Hindy Schachter and Yuan-nan Young).

B. Preview of Committee of Academic Outreach

Coordinates and oversees academic collaborations with other Universities and Institutions such as Rutgers, county colleges, medical schools and others where NJIT has special interests.

C. Updates on recent Faculty Senate Achievements

The following have recently been implemented and are available: (a) lecture hiring and promotion; (b) CFRR has implemented committees for revision of section 3.5, incorporating into the handbook, one shot tenure, evaluation of upper administrators, guidelines for awarding posthumous degrees, and streamline procedures for distinguished professor rank; (c) increase time between classes from 5 to 10 minutes; (d) Five Modes of Instructional Delivery (i) face to face where students are in the classroom; (ii) hybrid where a combination of face to face and synchronous or asynchronous on line instruction is included; (iii) converged learning where learning is independent of space; (iv) hyFlex where learning is independent of time and place. Students choose to attend class face to face, synchronous or asynchronous on line attendance; (v) online where all coursework is completed online

D. FS Ongoing Initiatives in Shared Governance

FS wishes to become more prominent in 2020+ plan. Also FS wishes to work with upper administration to determine the terms and language in choosing the next president.

IV. Report to the Faculty—Dr. Fadi P. Deek

Provost Deek presented several facts. He reviewed research expenditures and 2020 vision. He also presented:

A. Initial Roadmap

(a) A dynamic document that will link planning and accreditation; (b) Articulate strategic planning renewal process to develop 2020+ and outline the 2030 plan; (c) Prepare For Middle States reaccreditation; (d) Describe strategic planning and accreditation committees and € Set planning and accreditation timeline.

B. Needs Analysis

Analysis is needed to identify what the university needs to do to achieve its goals. Namely the University needs to work with FS and other shareholders to update university peers, consider objectives for research and education and identify the necessary changes that are needed to achieve our potential goals.

C. Assessment Review

In the Periodic Review Report (PRR) evaluators praised NJIT but offered a suggestion to be more explicit about instances where explicit outcomes were set. A response to PRR was given which includes an evaluation of program review, identification or development of an assessment for Middle States accreditation standards and rigorously evaluate strategic plan implementation tactics.

D. Planning and Accreditation Timeline

A strategic plan was presented which starts Spring 2018, and ends in 2020. A draft of the 2030 plan is to be started in 2020 and in 2023 the plan should begin.

V. Report of the Chief Financial Officer—Dr. Ed Bishof

Dr. Bishof summarized the operating and capital budget for 2018. The budget becomes approved in June and the Fiscal year starts July 1st. The operating budget is at 518,824,000. 70% comes from student tuitions and 30% from the State. He also presented (a) a development workflow, (b) a pi chart that accounts for the 518,824,000.00 dollars that are available for operating costs, (c) A pie chart for expenses incurred, (d) A detailed account of the revenue components, Budget vs YTD and percentages for the five months ended November 30, 2017, € expenses components, (f) Expenses components, Budget vs.YTD Total vs Total committed and percentages for the five months ended November 30, 2017.

VI. Risk Management Report—Dr. Verne Hahn

A. Role of risk management

The director of risk management works collaboratively with the campus community to identify, evaluate, and analyze risks inherent to the operation of the University. A presentation of how risk management protects against losses to the university was made. Namely through risk transfer, risk control and maintaining a comprehensive

package of property and casualty insurance supporting the university's educational, public service, research, and student needs.

B. Examples of Assets Requiring Risk Management Attention

The type of assets were presented. They include: financial, environmental, reputation, human resources, buildings and equipment.

C. NJIT Insurance Programs

NJIT carries many insurance programs from workers compensation to Intercollegiate Athletics. The list can be found on the Risk Management web site.

D. Other Topics Presented

(a) Insurance Premium Drivers, (b) Property/casualty Renewal, FY 17 and FY 18 premiums, (c) Unmanned Aircraft Systems (UAS) Universities and Research FAA Part 107 – August 2016.

A set of rules on what to do when purchasing a UAS was presented. Any questions can be addressed to Verne Hahn, 580 Fenster Hall, ext/ 3129, email: vhahn@njit.edu.

VII. Motion to Revise Faculty Handbook section 4.3.3. Tenure-Track Period (TTP) with regard to leaves of absence and active-service modified duties.

The motion was made to revise FH section 4.3.3 by substituting the following sentence:

“Application for a leave of absence (see Faculty Handbook 6.9 link) for personal reasons, does not obligate an untenured Faculty member to apply for an extension of the TTP, nor does it replace the requirement for a formal, written request, should the Faculty member desire a TTP extension.

If a Tenure-Track Faculty member elects to use the University's Active-Service Modified-Duties Policy (see Faculty Handbook 6.10 link) to care for a newborn or newly adopted child, the Tenure-Track Period (TTP) will be extended by one year, unless the Faculty member requests, in writing, that there be no such extension.”

Motion to adopt change was 71(96%) Yes and 3(4%) No.

VIII. Outline for FSSG Presentation—Dr. Nancy Steffen-Fluhr

Dr. Steffen-Fluhr presented to the faculty for approval the Faculty Search and Selection Guidelines. A link to the guidelines is posted on the faculty senate website. The guidelines are divided into eight sections. They review the whole process of faculty hiring. The outline was approved by the faculty.

IX. General Discussion of IFM Protocols and Possible Modifications

Several ideas were presented for future consideration by the faculty: (a) electronic

approval of FH modifications, (b) fewer faculty meetings, (c) topic specific meetings, (d) full buffet with mood lighting.

The faculty was urged to express their ideas and concerns to the faculty senate. The following numbers to contact were given: (a) your representative www5.njit.edu/facultysenate/members.php, (b) executive committee, www5.njit.edu/facultysenate/committees/, (c) faculty senate president, Klobucar@njit.edu, ext5724

X. Adjournment

The meeting was adjourned at 4:12 pm.

Dr. Tamara Gund –Acting Secretary of the Faculty

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